USER MANUAL

User Manual for Program Sponsor Users (RO/ARO)
of the Student and Exchange Visitor Information System

DRAFT

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EXHIBITS

1. INTRODUCTION

This manual was written as a resource for Program Sponsor users (that is, Responsible Officers (ROs) and Alternate Responsible Officers (AROs)) of the Student and Exchange Visitor Information System (SEVIS).

1.1 Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students and exchange visitors (EVs) in the United States (U.S.). SEVIS is an Internet-based application for electronically tracking and reporting on these students and EVs in the U.S. SEVIS enables schools and program sponsors to transmit electronic information to the Immigration and Naturalization Service (INS) and the Department of State (DOS) throughout a student's or EV's program in the U.S.

SEVIS will enable program sponsors to submit program sponsor designation applications, update sponsor information, submit updates to the DOS that require approval, and create and update J-1 exchange visitor and dependent (that is, accompanying spouse and dependent children) records. The DOS Office of Exchange Coordination and Designation will have the capability to review and approve updates made to program sponsor and EV records using SEVIS, and ROs and AROs will be notified via email of the results.

This manual contains instructions for accessing SEVIS with a permanent user ID and password. A user ID and password will enable users (RO and AROs) to submit changes to the program sponsor's record; create and process Forms DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status; view alerts on EVs; and view and print a variety of reports. The instructions in this manual apply to program sponsors that have current DOS approval and wish to begin using SEVIS, and entities that are seeking initial approval by the DOS to admit EVs.

Once a currently designated program sponsor has been authorized to use SEVIS, even if enrollment is prior to the mandatory SEVIS compliance date, all Forms DS-2019 must be created in and issued from SEVIS.

Program sponsors that begin using SEVIS prior to the mandatory compliance date are not required to enter their current EVs into SEVIS at that time. However, the program sponsor is required to use SEVIS for issuance of any new Forms DS-2019. Finally, once an EV is registered in SEVIS, the program sponsor must update the EV's record and report on the events required by SEVIS. See subpart F of the Exchange Visitor Program regulations for a detailed explanation.

1.2 Privacy Act Considerations

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and/or disclosure of this information

Exhibit 1: Criminal Penalties

Criminal Penalties
(1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000.
(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than $5,000.
(3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than $5,000.

1.3   Glossary

Appendix A, Acronyms and Abbreviations, includes a list of terms, abbreviations, and acronyms used in this document.

2.   DESCRIPTION OF SYSTEM FUNCTIONS

The following sections provide step-by-step instructions for using SEVIS. Included are directions for creating, issuing, and modifying Forms DS-2019 for EVs and dependents.

2.1   Overview of Screen Components

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, SEVIS Listing of Programs, is an example of the screen that displays when you log into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the list of program sponsors. The screen components are labeled with the terms used in this manual.

Exhibit 2: SEVIS Listing of Programs
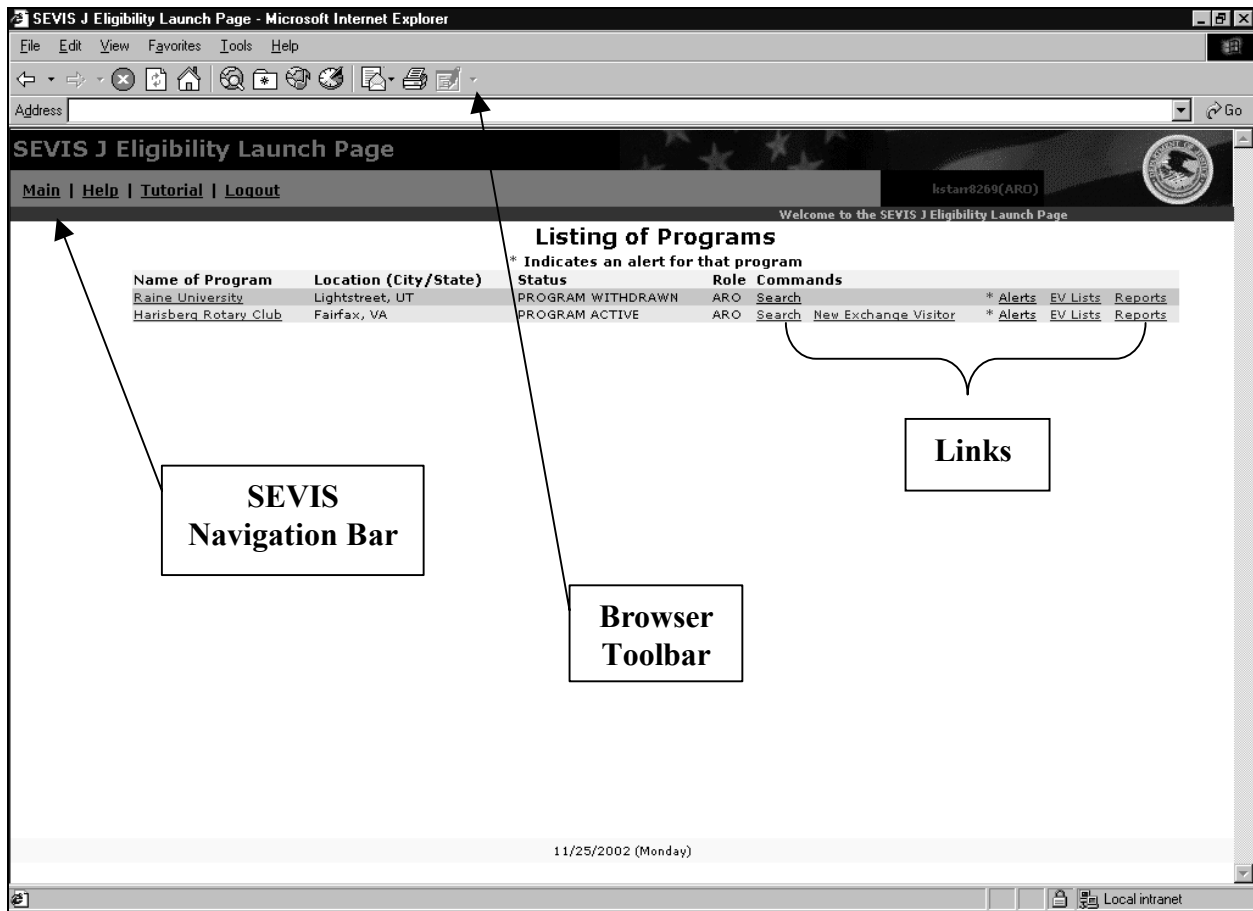
2.1.1   SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar:** This is the toolbar displayed by the browser used to access SEVIS.

- **SEVIS Navigation Bar:** The navigation bar lists the following main functions:

  - **Main**—used to access the main menu or, if you perform as a program sponsor user and a school user, the screen from which you select either the Listing of Programs (J visa) or Listing of Schools (F and M visas) to display the programs or schools for which you are an authorized user
  - **Help**—used to access online help for SEVIS
  - **Tutorial**—used to view a brief demonstration of how to use SEVIS
  - **Logout**—used to exit the system

- **Links**: Click on underlined text to advance to a different screen within SEVIS.

2.1.2   Additional SEVIS Screen Components

Additional screen components that appear on some SEVIS screens include the following:

- **Scroll Bar:** This is the part of a window that enables users to see additional information. SEVIS uses scrollbars on the bottom or the right side of some windows.

- **Fields:** These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.

- **Buttons:** These buttons allow users to process data and move between screens. SEVIS uses the following types of buttons:

  - **Command Buttons**—Click to execute a command. For example, clicking this button ` Print DS-2019 ` enables you to print a copy of the Form DS-2019.

  - **Radio Buttons** `⊙`—Click to make one selection. Only one radio button can be selected at a time.

- **Other Input methods:**

  - **Check Boxes** `☑`—Click to make one or more selections.

  - **Drop-down lists** `▾`—Click the down arrow to display a list and then make a selection.

2.1.3   Online Help Functions

Help is always available by clicking **Help** on the navigation bar at the top of SEVIS screens. Doing so opens a new browser window containing SEVIS Help. The left panel (part of the window) contains a list of help topics and the right panel contains the text associated with the help topic selected. To use the online help, perform the following:

1. In the left panel, click a book to display a list of topics.

2. Click a topic name to view the help text for that topic in the right panel.

To search on a word or phrase, perform the following:

1. Click the Search tab.

2. Type search criteria in the field provided and press the Enter key on the keyboard. The results of the search will be displayed as a list of topics containing the word or phrase that you entered.

3. Click a topic name to view the help text for that topic in the right panel.

To hide the left panel, click the **Hide** button in the top right-hand corner of the right panel. Click **Show** to restore the left panel. To display the preceding or succeeding topic in the current book, click the left-arrow or right-arrow buttons respectively.

Click an underlined word or phrase to see a pop-up explanation or jump to a new topic. To make a pop-up disappear, click anywhere else in the panel or, if using the Netscape browser, click anywhere inside the pop-up. To return from a jump, click the browser's **Back** button.

Note: Some underlined phrases are web links. They are identified by the text that precedes them. When you have finished viewing a web page, click the **Back** button on the browser to return to Help, or click any help topic.

To print a topic, first click in the right panel (anywhere will do). Then click the **Print** button below the menu bar, or select **Print** from the File menu.

Close SEVIS Help by clicking the **Close** button ☒ in the upper-right corner of the Help screen.

View a SEVIS demonstration by clicking Tutorial on the SEVIS navigation bar. Follow the instructions on the first screen of the demonstration.

2.2   Accessing SEVIS

SEVIS requires the use of Microsoft® Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Acrobat® Reader Version 5.0 or higher.

You must have a permanent user ID and password to access SEVIS. When approved to use SEVIS, you will receive an email message containing your user ID and a second message containing a secure link to SEVIS. That link is associated with your user ID and is active indefinitely. It can only be used to create a password for your user ID. To use the link and create your password, perform the following:

1. Click on the link contained in the email message. The system will display the Set Password screen as shown in Exhibit 3, SEVIS – Set Password Screen.

Exhibit 3: SEVIS – Set Password Screen

2. Enter your user ID in the Username (User Name) field.

3. Enter your password in the Password field. Refer to Section 2.2.1, Guidelines for Passwords, for instructions on creating a password.

4. Re-enter your password in the Confirm Password field.

5. Click the **Set Password** button. The system will display a message indicating that you have successfully created a password. If the password is not successfully created, a message indicating the reason will be displayed and you will be able to enter the appropriate data.

6. Once the password is successfully created, click the **OK** button and the system will display the SEVIS login screen.

Note: After creating your password, use the SEVIS web site (https://egov.ins.usdoj.gov/sevis/) to access SEVIS and perform all of your SEVIS-related tasks.

2.2.1   Guidelines for Passwords

The guidelines for SEVIS passwords are as follows:

- SEVIS passwords must be between 8 and 16 characters in length.

- The password must contain uppercase and lowercase alphabetic characters, and at least one numeric character.

- Passwords are case sensitive. When you create a password using a mix of upper- and lowercase letters, it must always be entered that way (for example, the password "Abcdefg8" must always be entered with a capital "A" followed by lowercase letters and the numeral 8).

- Active SEVIS passwords have a maximum life span of 90 days, at which time you will be required to change your password.

- You cannot reuse any of your previous six passwords.

- SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Contact the SEVIS Help Desk (1-800-892-4829) to have your access to SEVIS reinstated.

2.2.2   Change Password Every 90 Days

You must change your password every 90 days. After 75 days, when you log into SEVIS, the system will display a message asking if you would like to change your password at that time. If you click **Cancel**, you will be logged into the system. If you click **OK**, the Change Password screen will display. After 90 days, when you log into SEVIS, the system will automatically prompt you to change your password. To change your password, perform the following:

1. Enter your current password in the Old Password field.

2. Enter your new password in the New Password field.

   Note: You cannot reuse any of your previous six passwords.

3. Re-enter your new password in the Confirm New Password field.

4. Click the **Change Password** button. The system will display the SEVIS Log in Page. Be sure to use your new password when logging into SEVIS.

2.2.3   Change Password Voluntarily

You may change your password weekly, using the **Change Password** link on the SEVIS Log in Page. To change your password, perform the following:

1. Click the **Change Password** link on the SEVIS Log in Page. The system displays the Change Password screen.

2. Enter your SEVIS user ID in the User Name field.

3. Enter your current password in the Old Password field.

4. Enter your new password in the New Password field.

   Note: You cannot reuse any of your previous six passwords.

5. Re-enter your new password in the Confirm New Password field.

6. Click the **Change Password** button. The system will display the SEVIS Log in Page. Be sure to use your new password when logging into SEVIS.

2.2.4   Log Into SEVIS

When accessing SEVIS via the Internet (https://egov.ins.usdoj.gov/sevis/), a security alert screen will display. Click the **Yes** button to continue to the SEVIS login screen. Exhibit 4, SEVIS Log in Page, is an example of the login screen.

Note: After creating your initial password, use the SEVIS web site to access SEVIS and perform all of your SEVIS-related tasks.

Exhibit 4: SEVIS Log in Page

To log into SEVIS, perform the following:

1.   Access the SEVIS web site at: https://egov.ins.usdoj.gov/sevis/

2.   Enter your user ID in the User Name field.

3.   Enter your password in the Password field.

4.   Press **Enter** on the keyboard or click the **Login** button. The system will display a screen containing important information about using SEVIS.

5.   Read the information and then click the **I Have Read and Understand This Notice** button to continue.

The login screen has a **Reset** button that clears any data that you entered. The screen also includes a link to create a new account and a link to change your password. The **Register for**

New Account link is used to create a temporary user ID and password and complete the Form DS-3036. This link is **not** used to obtain a permanent user ID and password for program sponsor officials. The **Change Password** link allows you to change your password voluntarily. Refer to Section 2.2.3, Change Password Voluntarily, for instructions.

Note: After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

2.2.5   Log Out of SEVIS

To exit the SEVIS application at any time, click **Logout** on the navigation bar as shown in Exhibit 5, SEVIS Navigation Bar.

Exhibit 5: SEVIS Navigation Bar

If the system should lockup at any time, click the **Close** button ⊠ on the browser window to exit SEVIS.

2.3   Completing Exchange Visitor Forms DS-2019

The eligibility process enables designated program sponsors to create, maintain, and print records (Forms DS-2019) for EVs and dependents. In addition, SEVIS provides the capability to access and update previously created records.

When logging into SEVIS, the system will display the Paperwork Reduction Act screen, which contains important information about the system. The next screen that displays includes the list of programs associated with the user's ID. Exhibit 6, SEVIS Listing of Programs, is an example of the screen that displays for an ARO.

Exhibit 6: SEVIS Listing of Programs

ROs and AROs have the option to create a "New Exchange Visitor" (complete a Form DS-2019 for the EV) for any of the programs for which they are assigned a role. Instructions for completing the Form are provided in the subsequent sections.

2.3.1   Complete Page 1 of the Form DS-2019—Personal Information

To create a Form DS-2019 for a new (initial), current (continuing), or transfer EV, click the **New Exchange Visitor** link (on the Listing of Programs page) to the right of the name of the program in which the EV is participating. The system displays a new EV screen as shown in Exhibit 7, New Exchange Visitor Personal Information Screen.

Exhibit 7: New Exchange Visitor Personal Information Screen

Below is a list of the fields and sections on this screen and a brief description or explanation for each. An asterisk precedes the fields and sections that must be completed. Some of these fields and sections contain text boxes, drop down lists, radio buttons, and command buttons. To complete this screen, enter the following data:

Field	Description/Explanation
* 1. Family Name	The surname or last name of the EV.
2. First Name	The first name of the EV.
3. Middle Name	The middle name of the EV.

Field	Description/Explanation
4. Suffix	Select a title, such as Junior, that may appear at the end of a person's name.
* 5. Date of Birth	The EV's date of birth in MM/DD/YYYY format.
* 6. Gender	The EV's gender, male or female.
* 7. City of Birth	The unabbreviated name of the city where a person was born.
* 8. Country of Birth	The name of the country in which the EV was born.
* 9. Country of Citizenship	The name of the country in which the EV maintains citizenship.
* 10. Country of Legal Permanent Residence	For most EV applicants, the name of the "Country of Legal Permanent Residence" will be the same as the name of the "Country of Citizenship." Some applicants, however, will be permanent resident aliens of a different country, the name of which should be entered here. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a one-year contract, and applying for a J visa from Italy, would **not** be considered a legal permanent resident of Italy.
* 11. Position	Select an option from the list that most closely matches the EV's position in his or her home country.
* 12. Exchange Visitor Category	The J visa participant category for the EV. The options available relate to those authorized by the DOS.
* 13. Subject/Field Description	**Note**: The DOS subject codes have been replaced with the Classification of Instructional Programs (CIP) codes, 2000 edition, that were developed by the U.S. Department of Education's National Center for Educational Statistics (NCES). The CIP contains code numbers for instructional programs in all areas of education and is the accepted federal government statistical standard on instructional program classifications. To select the field the EV will be studying or participating in while in the U.S., perform the following: 1. Click the **Select** button to display the Course Selection screen. On that screen, open the list of

Field	Description/Explanation
	categories by clicking the down-arrow at the right end of the selection box. Make a selection.
	2. Click the **Search** button to view the list of subjects for the category you selected. Find the subject that most closely matches the student's field of study and click on its code, at the left end of the row. The screen automatically returns to the personal information page of the Form DS-2019 and your final selection is displayed. If you made an error at any point, repeat Steps 1 and 2.
* Subject/Field Remarks	Enter additional comments regarding the EV's program while in the U.S. or enter "None."
* 14. Current U.S. Address	When data is first entered for an EV applicant who has not yet entered the country, "Current U.S. Address" will be the address where he or she expects to reside, if known. Otherwise, it can be the address of the sponsor, or the address where the EV will carry out his or her program activity. When the EV enters the country and is validated, however, his or her actual U.S. address **must** be entered, if different from the one originally used.
* 15. Creation Reason	Select one of the following radio buttons: • Begin New Program—Click this button for new EV applicants. • Continuing Exchange Visitor—Click this button for existing EVs. The begin date of the EV's program must be entered in MM/DD/YYYY format. If the EV has an existing IAP-66 or Form DS-2019 number, enter this information too. • Transfer In from Non-SEVIS Program—Click this button for participants transferring into your program. Also, fill in the date (MM/DD/YYYY format) that he or she entered the U.S.
* 16. Program Begin Date	The date, determined by the sponsor, on which an EV's program begins. It must be entered in MM/DD/YYYY format. The begin date may not exceed the maximum duration of participation for the EV's selected category, as identified

Field	Description/Explanation
	in the Exchange Visitor Program regulations.
* 17. Program End Date	The date, determined by the sponsor, on which an EV's program will end. It must be entered in MM/DD/YYYY format. The end date may not exceed the maximum duration of participation for the EV's selected category, as identified in the Exchange Visitor Program regulations. **Note**: For a continuing EV with a valid unexpired Form (Form IAP-66, Form IAP-67, or Form DS-2019), the program end date should be set to the program end date identified on the current Form.

Select one of the following buttons:

Reset Values	Click this button to clear all entries on the page that have not been saved.
Save Draft	Click this button to save the data that you have entered.
Next	Click this button to automatically save the data that you have entered and advance to the next page of the Form DS-2019. If any fields and sections have not been completed or contain incorrect information, the system will display an error message indicating the error(s). Make the necessary corrections and click the **Next** button again.

2.3.2   Complete Page 2 of the Form DS-2019—Site of Activity

Page 2 of the Form DS-2019 is used to collect program information for the EV. Exhibit 8, SEVIS — Exchange Visitor Site of Activity Menu, is an example of page 2. **Note**: In the example below, a Site of Activity has already been added for the EV.

Exhibit 8: SEVIS — Exchange Visitor Site of Activity Menu

To complete page 2, click the **Add Activity** link in the lower-left part of the screen. Exhibit 9, SEVIS — Exchange Visitor Add Site of Activity, is an example of the screen that displays. **Note**: In Exhibit 9, the Site of Activity fields have already been filled in.

Exhibit 9: SEVIS — Exchange Visitor Add Site of Activity

Below is a brief description or explanation for the fields and sections on this screen. An asterisk precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 1. Site of Activity	The place where an EV will participate in his or her program.
* 2. Site of Activity Address	Enter the physical location of the site. **Note**: Do not include post office box numbers in this address.

Select one of the following buttons:

Reset Values	Click this button to erase all entries on the page that have not been saved.

Add Site of Activity	Click this button to save the data that you have entered for this EV. The system will display the Site of Activity screen and the information for the site that was added will be included below the EV's information. To edit the EV's site of activity, click the **Edit** link on the Exchange Visitor Site of Activity Menu screen and repeat the process described above. To delete a site of activity for an EV, click the **Delete** link on the Exchange Visitor Site of Activity Menu screen and complete the screen that displays. Otherwise, click **Next** to advance to the next page of the Form.
Cancel	Click this button to return to the previous page without adding a site.

2.3.3   Complete Page 3 of the Form DS-2019—Dependent Information

Page 3 of the Form DS-2019 is used to collect dependent information for the EV. Exhibit 10, SEVIS – Exchange Visitor Dependent Menu, is an example of the screen. **Note**: In Exhibit 10, a dependent has already been added for this EV.

Exhibit 10: SEVIS — Exchange Visitor Dependent Menu

To complete page 3, click the **Add Dependent** link in the lower-left part of the screen. Exhibit 11, SEVIS – Exchange Visitor Dependents, is an example of the screen that displays. **Note**: In Exhibit 11, the "Add Dependent" fields have already been filled in.

Exhibit 11: SEVIS — Exchange Visitor Dependents

Below is a list of the fields and sections on this screen and a brief description or explanation for each. An asterisk precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 1. Family Name	The surname or last name of the dependent.
2. First Name	The first name of the dependent.
3. Middle Name	The middle name of the dependent.

Field	Description/Explanation
4. Suffix	Select a title, such as Junior, that may appear at the end of a person's name.
* 5. Date of Birth	A person's birth date, entered in MM/DD/YYYY format.
* 6. Gender	A person's gender, male or female.
* 7. Relationship	Select "Spouse" or "Child." A dependent child must be younger than 21 years of age.
* 8. City of Birth	The unabbreviated name of the city where a person was born.
* 9. Country of Birth	The name of the country where a person was born.
* 10. Country of Citizenship	The name of the country of which the person is a citizen.
* 11. Country of Legal Permanent Residence	For most EV applicants, the name of the "Country of Legal Permanent Residence" will be the same as the name of the "Country of Citizenship." Some applicants, however, will be permanent resident aliens of a different country, the name of which should be entered here. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a one-year contract, and making application for a J visa from Italy, would not be considered a legal permanent resident of Italy.

Select one of the following buttons:

Reset Values	Click this button to erase all entries on the page that have not been saved.
Add Dependent	Click this button to automatically save the data that you have entered and return to the EV Dependent Menu. To add another dependent, repeat the process described above. To edit the dependent's record, click the **Edit** link on the Exchange Visitor Dependents screen and repeat the process described above. To delete a dependent's record prior to submitting the Form to SEVIS, click the **Delete** link on the Exchange Visitor Dependents screen and complete the process. Otherwise, click **Next** to advance to the Add Financial Information screen.
Cancel	Click this button to return to page 3 without adding a dependent.

2.3.4 Complete Page 4 of the Form DS-2019—Add Financial Information

Page 4 of the Form DS-2019 is used to collect financial information for the EV. Exhibit 12, SEVIS – Exchange Visitor Add Financial Information, is an example of page 4.

Exhibit 12: SEVIS — Exchange Visitor Add Financial Information

Below is a list of the fields and sections on this screen and a brief description or explanation for each. An asterisk precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
19. During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:	
Current Program Sponsor	If applicable, enter the amount, in U.S. dollars, that the program sponsor will contribute to the EV.
* This program sponsor (**has/has not**) received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.	Select **has** or **has not** to indicate whether the EV has received direct or indirect funding from U.S. Government agencies. This is a required field. **Direct Funding**—Financed in whole or in part by the U.S. Government or the EV's government with funds contributed directly to the EV in connection with his or her participation in an exchange visitor program. **Indirect Funding**—(1) Financed by an international organization with funds contributed by either the U.S. or the EV's government for use in financing international educational and cultural exchanges, or (2) Financed by an organization or institution with funds made available by either the U.S. or the EV's government for the purpose of furthering international educational and cultural exchanges.
* 20. Financial Support from organizations other than the sponsor will be provided by one of the following:	Complete one or more of the fields in this section. **Note:** When entering dollar amounts, **do not** include the decimal point and cents.
U.S. Government Agency(ies) [max of 2]	Select the agency that is contributing to this EV and enter the amount in U.S. dollars.
International Organization(s) [max of 2]	Select the organization that is contributing to this EV and enter the amount in U.S. dollars.
The Exchange Visitor's Government	Enter the amount, in U.S. dollars, that the EV's government is contributing.
The Binational Commission of the Exchange Visitor's Country	Enter the amount, in U.S. dollars, that the Binational Commission is contributing.

Field	Description/Explanation
All other organizations providing support	Enter the amount, in U.S. dollars, that all other organizations are contributing.
Personal Funds	Enter the amount, in U.S. dollars, that the EV is contributing.

Select one of the following buttons:

Previous	Click this button to return to the previous page of the Form DS-2019. **WARNING**: Be sure to save the data entered on this page before selecting the **Previous** button. If you do not save first, the data that you entered on this page will be lost.
Reset Values	Click this button to erase all entries on the page that have not been saved.
Submit DS-2019	Click this button to save the EV's Form to SEVIS. See Section 2.3.5, Submit the Form DS-2019, for additional information.
Save Draft	Click this button to save the data that you have entered.
Print Draft DS-2019	Click this button to print a draft copy of the Form DS-2019. See Section 2.3.6, Print a Draft or Final Form DS-2019, for printing instructions.

2.3.5   Submit the Form DS-2019

To save an EV's Form DS-2019 to SEVIS, click the **Submit** button on the last page of the electronic Form DS-2019. The system will display a message indicating that the submission was successful. (**Note**: If the submission is not successful, an error message will display indicating the reason. You may correct the errors indicated and then attempt to submit the Form again.) This screen also shows the first and last name and the SEVIS ID for the EV and each dependent. When the Form is successfully submitted, you may print a final copy of the updated Form DS-2019 for the EV. See section 2.3.6, Print a Draft or Final Form DS-2019, for instructions. Click **Return** to go to the Listing of Programs screen.

2.3.6   Print a Draft or Final Form DS-2019

You can print a draft copy of the Form DS-2019 from various screens within the application and a final Form DS-2019 following submission of the eligibility form. A draft copy of the SEVIS Form DS-2019 can be identified by the word "draft" printed on the top of the Form. The SEVIS ID and barcode **will not** be printed on the draft form. The draft Form DS-2019 can be printed prior to submission of the Form.

You can print a final Form DS-2019 following submission of the Form. The final Form includes the barcode and "draft" is removed from the top of the Form. **Note:** The printed Form will have the EV's or dependent's SEVIS ID in the upper-right hand corner, above the barcode. It begins with the letter "N," for example, N0123456789.

To print a copy of the Form DS-2019, perform the following:

1. Click the **Print Draft DS-2019** or the **Print Final DS-2019** button. Another browser window opens and the Form DS-2019 is displayed using the Acrobat® Reader from which a copy of the Form may be sent to a designated printer.

    Note: During the launch of Acrobat® Reader, a File Download window may be displayed. To eliminate this window from being displayed in the future, click in the box next to "always ask before opening this type of file" to remove the check mark. Select the **Open** button to view the Form DS-2019.

2. When the Form DS-2019 displays in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages of the Form.

3. Click the **Print** button on the Acrobat® Reader toolbar. The print window is displayed.

4. Ensure that the name of the printer you wish to print from is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

5. Click **OK** and the Form DS-2019 will be printed on the designated printer.

6. Click the **Close** button on the Acrobat® Reader window to close the window.

2.3.7   Reprint a Form DS-2019

Forms DS-2019 may be reprinted for the following reasons: lost, stolen, damaged, or other. To reprint a Form, perform the following:

1. On the EV Information screen, click the **Reprint DS-2019** link on the Actions menu (left side of screen). The Reprint DS-2019 screen displays.

2. Select a reason for reprinting the Form. If "Other" is selected, an explanation must be provided.

3. Click the **Reprint DS-2019** button. A message displays indicating that the update was successful (the reason for reprinting the Form was saved to SEVIS).

4. Click the **Print Final DS-2019** button. Another browser window opens and the Form DS-2019 is displayed using the Acrobat® Reader from which a copy of the Form may be sent to a designated printer.

    Note: During the launch of Acrobat® Reader, a File Download window may be displayed. To eliminate this window from being displayed in the future, click in the box next to "always ask before opening this type of file" to remove the check mark. Select the **Open** button to view the Form DS-2019.
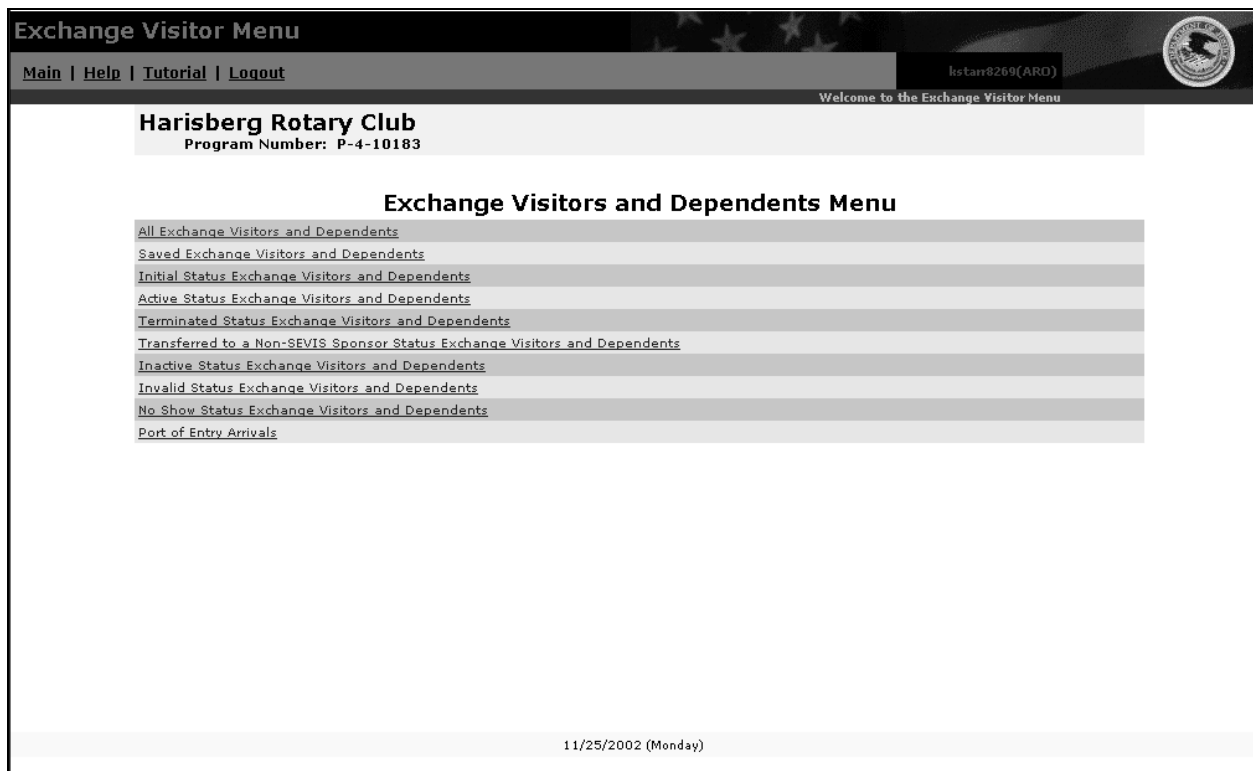
5. When the Form DS-2019 displays in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages of the Form.

6. Click the **Print** button 🖨 on the Acrobat® Reader toolbar. The print window is displayed.

7. Ensure that the name of the printer you wish to print from is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

8. Click **OK** and the Form DS-2019 will be printed on the designated printer.

9. Click the **Close** button ✖ on the Acrobat® Reader window to close the window.

2.4 Exchange Visitor Lists

SEVIS allows you to quickly access lists of EVs to view. From these lists, you may also access EV records to process. These lists provide a quick method for program sponsor officials to access EV records.

Click the **EV Lists** link, on the Listing of Programs page (to the right of the name of a program), and the system will display a screen containing the lists that can be generated. Exhibit 13, SEVIS – Exchange Visitors and Dependents Menu, is an example of the screen that displays.

Exhibit 13: SEVIS — Exchange Visitor Menu

The following lists may be generated:

List Title	Description/Explanation
All Exchange Visitors and Dependents	A list of all EVs and dependents, regardless of status, for the selected program. For each, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1, J2), status, date of last status change, and program begin and end dates. Click on a family name to see the data for that person.
	You may click the **Return to Lists** link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.
Saved Exchange Visitors and Dependents	A list of all EVs and dependents whose status is "Saved." These EV records have been saved to SEVIS but have not been completed and/or submitted. For each, the list shows the date saved, family name, first name (if applicable); gender; visa type (J1, J2); date and country of birth; and country of citizenship. Click on a family name to see the full record for that person.
	You may click the **Return to Lists** link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.
Initial Status Exchange Visitors and Dependents	A list of all EVs and dependents whose status is "Initial." The Forms DS-2019 have been submitted in SEVIS and provided to the EVs and dependents, but they have not registered for participation in your program. For each, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1, J2), category, program begin date, and submission date of the Form DS-2019. Click on a family name to see the full record for that person.
	You may click the **Return to Lists** link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.
Active Status Exchange Visitors and Dependents	A list of all EVs and dependents whose status is "Active." For each, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1, J2), category, program begin and end dates, and date of last update. Click on a family name to see the full record for that person.
	You may click the **Return to Lists** link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.

List Title	Description/Explanation
Terminated Status Exchange Visitors and Dependents	A list of all EVs and dependents whose status is "Terminated." For each, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1, J2), category, and the reason for and date of their termination. Click on a family name to see the full record for that person. You may click the **Return to Lists** link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.
Transferred to a Non-SEVIS Sponsor Status Exchange Visitors and Dependents	A list of all EVs that have transferred to a non-SEVIS sponsor. EV names appear on this list after the effective date of transfer and will remain on this list indefinitely. You may click the **Return to Lists** link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.
Inactive Status Exchange Visitors and Dependents	A list of all EVs and dependents whose status is "Inactive." For each, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1, J2), category, and the reason for and date of their inactivity. Click on a family name to see the full record for that person. You may click the **Return to Lists** link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.
Invalid Status Exchange Visitors and Dependents	A list of all EVs that are in "Invalid" status. EVs are Invalid when they do not use their Form DS-2019 to obtain their visas. For each, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1, J2), program number, country of citizenship, and last status change. Click on a family name to see the full record for that person. You may click the **Return to Lists** link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.

List Title	Description/Explanation
No Show Status Exchange Visitors and Dependents	A list of all EVs and dependents whose status is "No Show." An EV will attain the status of "No Show" if his or her program participation has not been validated in SEVIS 30 days after he or she entered the U.S. through a port of entry (POE), or if he or she has had a change of category approved and has not been validated 60 days after that approval. Click a family name to see the full record for that person.
	You may click the **Return to Lists** link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.
Port of Entry Arrivals	A list of all EVs and dependents who have entered the U.S. through a POE.
	You may click the **Return to Lists** link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.

When you click on one of these links, the system displays the appropriate list of EVs. Click an Exchange Visitor link to view the EV's Form DS-2019 information and edit the data if necessary.

2.5   Exchange Visitor Information Screen

The Exchange Visitor Information screen provides you with a snapshot of the information that was entered on the Form DS-2019. On the left side of the screen are links to the actions, edits, and transfer possibilities appropriate to the EV's current status. Exhibit 14, Exchange Visitor Information Screen, is an example of the screen.

Exhibit 14: Exchange Visitor Information Screen

The links on the left side of the screen enable you to update the EV's data, extend the EV's program, correct a minor or technical infraction, and complete other processes for the EV. The following sections provide information about each of the action, edit, and transfer links.

2.5.1   Actions

Those options/links on the Actions menu provide access to the following processes:

- **Amend Program**—This screen displays summary data for the selected EV, including the program begin and end dates. Change the program begin and/or end date(s) and enter an explanation in the Remarks text box. Click the **Amend Program** button to save the changes. Click the **Return to View Record** button to return to the Exchange Visitor Information screen and view the new data.

- **Change of Category Request**—The RO may request a change of category for an EV. Any change must be clearly consistent with and closely related to the participant's original exchange objective and necessary due to unusual or exceptional circumstances.

This screen displays summary information for the selected EV. The lower half of the screen is used to make the necessary changes to the category in which the EV would like to participate. Make the necessary changes and click the **Submit** button.

You must remit a non-refundable fee of $198.00, payable to the U.S. Department of State (22 CFR 62.90) for this request to be processed. You must mail the required fee to:

> Office of Exchange Coordination and Designation
> Bureau of Educational and Cultural Affairs
> U.S. Department of State
> 301 4th St. S.W., SA-44, Room 734
> Washington, D.C. 20547

The DOS must review and approve or deny this request.

- **Correct Minor or Technical Infraction**—This screen enables the RO or ARO to correct a minor or technical infraction of the regulations for a J-1 within the first 120 days of the infraction. Minor or technical infractions are the following:

  – Failure to extend a Form DS-2019 in a timely manner (failure to extend program)
  – Failure to conclude a transfer of the program prior to the program end date
  – Failure to receive approval and/or an amended Form DS-2019 before accepting an honorarium or other type of payment for engaging in a normally approvable and appropriate activity

If the EV did not get an extension for his or her program within the maximum duration before the program end date, the RO or ARO has the ability to extend the EV's program. The extension can occur within the first 120 days of the EV's program end date. When the end date of a Form DS-2019 is between 121 days and 270 days, the RO or ARO must submit a request for reinstatement to the DOS for review and approval.

To correct a minor or technical infraction, select the reason for the infraction and enter the new program end date. An explanation must be entered in the "Remarks" text box. To complete the process, click the **Correct the Minor or Technical Infraction** button.

- **End Program for EV**—This screen displays summary information for the selected EV. To end the program for the EV, a reason must be selected and the date the EV's program ends must be entered. To complete the process, click the **End Program for EV** button.

The EV's program participation can be concluded (nonadverse termination) for the following reasons:

  – Death of EV
  – Inability to continue program
  – No show
  – Program completed 30 days or more before program end date
  – Withdrawal from the program

Concluding an EV's program participation affects each active J-1 dependent. If a dependent has already been terminated (for example, if he or she has turned 21 years of age), then there is no change in that dependent's status.

- **Extension Beyond the Maximum Duration of Participation Request**—The RO or ARO may request to extend an EV's program beyond the maximum duration of stay of program participation. **(**See Appendix B, DOS Maximum and Minimum Duration of Stay Rules, for the rules about the maximum and minimum duration for the various categories.) The EV must have a status of "Active," and the request must be reviewed and approved by the DOS.

   This screen displays summary information for the selected EV. The lower half of the screen is used to change the program end date for the EV's program and enter an explanation. Click the **Submit Extension Request** button to submit the request.

   You must remit a non-refundable fee of $198.00, payable to the U.S. Department of State (22 CFR 62.90) for this request to be processed. You must mail the required fee to:

   > Office of Exchange Coordination and Designation
   > Bureau of Educational and Cultural Affairs
   > U.S. Department of State
   > 301 4th St. S.W., SA-44, Room 734
   > Washington, D.C. 20547

- **Extension Within the Maximum Duration of Participation**—An RO or ARO may extend an EV's participation in the Exchange Visitor Program up to the limit of the permissible period of participation authorized for his or her specific program category. **(**See Appendix B, DOS Maximum and Minimum Duration of Stay Rules, for the rules about the maximum and minimum duration for the various categories.)

   This screen displays summary data for the selected EV and the field for changing the program end date. After changing the program end date, click the **Submit Extension** button to complete the process.

- **Matriculation**—When a student EV matriculates from one level of education to another (for example, progresses from an Associate to a Bachelors degree), the RO or ARO has the capability to make this change. Matriculation applies to an EV who is continuing as a full-time student by moving to a higher level of education, as in the following cases:

   – Associate to Bachelors
   – Bachelors to Masters
   – Masters to Doctorate

   The reason and program end date must be entered for the EV wishing to matriculate. Click the **Matriculate** button to complete the process.

- **Reinstatement**—An RO or ARO can use the "Correct Minor or Technical Infraction" process to change an EV from "Inactive" status to "Active" status as long as the process is used prior to 121 days after the EV's program end date. When the current date is between 121 days and 270 days after the EV's program end date, the RO or ARO must submit a request to the DOS to review and approve reinstatement of the EV (22 CFR 62.45).

Reinstatement cannot occur when the current date is greater than 270 days after the EV's program end date; in that case, the EV is terminated.

To reinstate an EV, whose status has been "Inactive" for at least 121 days and not more than 270 days, click the **Reinstatement Request** link on the Exchange Visitor Information screen. If necessary, change the program end date on the Reinstatement Request screen and enter an explanation for the request in the Remarks text box. To submit the request, click the **Submit Reinstatement** button.

You must remit a non-refundable fee of $198.00, payable to the U.S. Department of State (22 CFR 62.90) for this request to be processed. You must mail the required fee to:

> Office of Exchange Coordination and Designation
> Bureau of Educational and Cultural Affairs
> U.S. Department of State
> 301 4th St. S.W., SA-44, Room 734
> Washington, D.C. 20547

The DOS must review and approve or deny this request.

- **Reprint DS-2019**—See Section 2.3.7, Reprint a Form DS-2019.

- **Terminate EV**—Termination has an **adverse** affect on the EV's record (and on the record of each dependent of the EV). Termination reasons are the following:

  – Conviction of a crime
  – Disciplinary action
  – Engaging in unauthorized employment
  – Failure to pursue EV program activities
  – Failure to submit change of current address within 10 days
  – Failure to maintain a full-time course of study (22 CFR 62.45(d)(6))
  – Failure to maintain health insurance
  – Involuntary suspension (22 CFR 62.45(b)(3))
  – Other
  – Violation of Exchange Visitor Program regulation
  – Violation of sponsor rules governing the program

  To terminate an EV, one of the above reasons for termination must be selected and the effective date for the termination must be entered. Also, include an explanation in the text box provided. To complete the process, click the **Terminate EV** button.

- **Validate Program Participation**—The EV's status will remain "Initial" until his or her Form DS-2019 has been validated using the **Validate Program Participation** link on the left side of the Exchange Visitor Information screen. When the EV arrives in the U.S. to begin his or her program, or transfers to your program, his or her Form DS-2019 must be updated. To validate the EV's participation in a program, perform the following:

  1. Click the **Validate Program Participation** link to access the Exchange Visitor Validate Program screen.

2. Review the EV's data and enter the correct U.S. Address for the site of activity for this EV.

3. Click the **Validate Program** button. The system will display the Listing of Programs screen and the EV and dependent's status will be "Active."

Note: Failure to validate the EV's participation within 30 days of the program's start date will result in cancellation of the EV's record in SEVIS as stipulated in the Exchange Visitor Program regulations.

2.5.2   Edits

Those options/links on the Edits menu provide access to the following processes:

- **Biographical Information**—This screen displays the biographical information for the selected EV in editable form. Required fields are marked with an asterisk (*). Make the necessary updates to the EV's biographical information and click the **Update Information** button to save the changes.

- **Dependents**—This screen displays summary data for the selected EV and lists his or her dependents by SEVIS ID; family and first names; relationship; and gender. For a given dependent, click his or her SEVIS ID (for example, **N0123456789**) to see the complete record for both the dependent and principal. You may then click one of the following for the selected dependent:
  - **Edit** to modify the dependent's record
  - **Terminate** to terminate the dependent's record
  - **End Status** to end the dependent's status
  - **Reprint DS-2019** to reprint the Form DS-2019 (see Section 2.3.7, Reprint a Form DS-2019)

- **Financial Information**—Existing financial information for the selected EV is displayed on this screen, where it can be updated. After changing the data, click **Update Information** to complete the process.

- **Site of Activity**—This screen displays summary data for the selected EV and displays, in editable form, the data for the selected site of activity. Edit one or more fields as necessary, then click the **Update Site of Activity** button to complete the process and return to the Exchange Visitor Site of Activity Menu.

- **Subject/Field**—This screen displays summary data for the selected EV, including the current Subject/Field description. To change the EV's subject/field of study, click the **Select** button. On the right side of the Category field, click the down arrow and select a category. After selecting a category, click the **Search** button and select a subject/field. The Exchange Visitor Subject/Field screen displays and the Subject/Field Remarks and Comment text boxes must be completed before clicking the **Update Subject/Field** button to complete the process.

- **SEVIS to SEVIS Transfer**—This screen displays summary data for the selected EV. Enter the effective date of transfer and the program sponsor number of the active SEVIS program to which the EV is transferring. Then click the **Validate Transfer** button. A screen displays

with the SEVIS program number that you entered and the name of the corresponding sponsor organization. Ensure that this is the program to which the EV is transferring, and click the **Approve Transfer** button to complete the process.

Note: If your program is expecting to receive a transfer EV from another SEVIS program, that EV's name will appear in the All Exchange Visitors and Dependents EV list with the status of "Transferred" once the effective date of transfer arrives. You may search the list for the transferred EV at that time and proceed to validate his or her program participation.

- **Transfer-out (to non-SEVIS)**—This screen displays summary data for the selected EV. Enter the effective date of transfer and the required information regarding the non-SEVIS program to which the EV is transferring. The non-SEVIS program number should follow the format X-nnnn, where 'X' is the letter 'P' (for Private organization) or 'G' (for Government organization), and 'n' is a digit. Click the **Transfer Out** button to complete the process. Once the effective date of transfer arrives, the transferred EV and his or her dependents will attain the status of "Transferred to a Non-SEVIS sponsor."

2.5.2.1 Transfer

Those options/links on the Transfer menu provide access to the following processes:

- **SEVIS to SEVIS Transfer**—This screen displays summary data for the selected EV. Enter the effective date of transfer and the program sponsor number of the active SEVIS program to which the EV is transferring. Then click the **Validate Transfer** button. A screen displays with the SEVIS program number that you entered and the name of the corresponding sponsor organization. Ensure that this is the program to which the EV is transferring, and click the **Approve Transfer** button to complete the process.

Note: If your program is expecting to receive a transfer EV from another SEVIS program, that EV's name will appear in the All Exchange Visitors and Dependents EV list with the status of "Transferred" once the effective date of transfer arrives. You may search the list for the transferred EV at that time and proceed to validate his or her program participation.

- **Transfer-out (to non-SEVIS)**—This screen displays summary data for the selected EV. Enter the effective date of transfer and the required information regarding the non-SEVIS program to which the EV is transferring. The non-SEVIS program number should follow the format X-nnnn, where 'X' is the letter 'P' (for Private organization) or 'G' (for Government organization), and 'n' is a digit. Click the **Transfer Out** button to complete the process. Once the effective date of transfer arrives, the transferred EV and his or her dependents will attain the status of "Transferred to a Non-SEVIS sponsor."

2.6   Updating Program Information (Forms DS-3036 and DS-3037)

SEVIS enables ROs and AROs to update the Designation Application, which includes tasks such as requesting brochures, and adding, updating, and deleting AROs. To perform these tasks, you must click the link for the appropriate program on the Listing of Programs screen. Exhibit 15, J Eligibility Launch Page—Listing of Programs, is an example of the screen.

Exhibit 15: J Eligibility Launch Page—Listing of Programs

Certain fields on the Designation Application can be updated by a program sponsor official without DOS approval. However, submitted changes for other fields must be reviewed and approved by a DOS user in SEVIS. The tasks requiring DOS approval also require you to print and submit the Form to the Department. Once the DOS reviews and approves or denies the change or request, the program sponsor record will be updated.

Exhibit 16, Program Sponsor Information, is an example of the screen that enables you to submit requests to the DOS and make changes to your program Information. The screen contains summary information for the selected program, including program officials' information. The left side of the screen contains three menus, Actions, Edits, and Lists/Reports. The options, or links, on each menu provide you with the ability to complete a variety of tasks. The procedures for making requests and/or changes are described in the following sections.

Exhibit 16: Program Sponsor Information

2.6.1   Amendment

The Amendment link enables a program to add more categories to its initial designation, as long as those categories comply with the DOS business rules (refer to Appendix C, Participation by Category Matrix). The Amendment process is similar to the initial Designation process. The RO or ARO may complete and submit an amendment to the program's original Form DS-3036 using SEVIS. The completed application must also be printed and mailed with supporting documentation to the DOS. If the application is approved, the additional categories will be added to the program.

2.6.1.1   Complete Amendment Page 1

To complete page 1 of the Amendment request, perform the following:

1. Click the Amendment link on the Program Sponsor Information screen. The system displays the first page of the Form DS-3036, as shown in Exhibit 17, SEVIS Amendment Page 1, which includes current data for the selected program.

Exhibit 17: SEVIS Amendment Page 1

2. If necessary, modify Section 4, Name and Title of CEO (or equivalent).

3. Click one of the following buttons:

Save Draft	If applicable, after completing the required fields on page 1, you may click this button to save the data that you have entered on this page.
	Note: You **do not** need to click this button before advancing to the next page of the Form DS-3036. SEVIS automatically saves data when you click the **Next** button.
Reset Values	Click this button to erase all entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have entered on this page and advance to page 2 of the amendment request.
Print Draft	Click this button to print a draft copy of the amendment request.

2.6.1.2   Complete Amendment Page 2

Exhibit 18, Amendment Page 2, is an example of the screen used to enter information regarding the category(ies) that you wish to add. Refer to Appendix C, Participation by Category Matrix, for guidance on which categories may be added to your program.

Note: Some of the categories are mutually exclusive and currently designated sponsors with approval to accept participants in these categories cannot amend their programs. Although SEVIS enables you to complete and submit an amendment to these categories, they should not be amended. The DOS will deny the amendment request. The categories are:

- Au Pair

- Camp Counselor

- Secondary Student

- Summer Work/Travel

- Trainee (Aviation/Flight Training)

- Trainee, Specialty and/or Trainee, Non-specialty—programs may submit one Form DS-3036 or amendment request to participate in both of these categories, but may not combine them with any other categories (for example, the Trainee, Specialty category may not be combined with the Alien Physician category on the same Form or amendment request)

Exhibit 18: Amendment Page 2

Below is a list of the sections and fields on page 2 of the Form and a brief description of explanation for each. An asterisk precedes the sections and fields that must be completed. To complete page 2, enter the following data:

Section	Description/Explanation
* 7. Participation by Category (Indicate total number and approximate duration of participation in each category)	You may request authorization to sponsor exchange visitors in one or more of thirteen categories. For each additional category for which you are applying, enter the number of exchange visitors expected in that category in the Number column. In the next box, enter the duration of the exchange-visitor participation (that is, the amount of time required to complete the program), then select the appropriate time period: days, weeks, months, or years. **Note:** The regulations (22 CFR 62.8) require sponsors other than the Federal Government to have no fewer than five (5) exchange visitors per calendar year.

Below is a list of the categories, including a brief description and/or explanation of each.

Category	Description/Explanation
Student, Secondary (1A) **Note**: This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend their program.	Secondary school students (22 CFR 62.25). A separate application must be completed for this sub-category, which affords students an opportunity to study in an accredited U.S. secondary school while living with an American host family. Participants in this category must be: 1. Secondary students who have not completed more than eleven years of primary and secondary schooling, excluding kindergarten, in their home country 2. At least 15 but not more than 18-1/2 years of age at the time of initial school enrollment 3. Without previous participation as an exchange visitor for high school studies in the U.S. Factors such as English language proficiency, maturity, character, and scholastic aptitude are critical. The duration of participation for secondary school students is a minimum of one academic semester and a maximum of one academic year.

Category	Description/Explanation
Student, College/University (1B)	College and University Students (22 CFR 62.23). Participants in this category must be pursuing a full course of study at accredited post-secondary educational institutions in the U.S. Academic training is permitted, if approved by the sponsor, but study must be the primary purpose of the exchange visitor's program in the U.S. Students are eligible for participation when they are not substantially supported by personal funds and when they meet the funding requirements outlined in 22 CFR 62.23(c)(4).
	The duration of participation for college and university students is unlimited, as long as they are enrolled full time in programs that lead to a degree. If enrolled in a non-degree program the duration of participation shall not exceed 24 months.
Trainee, Specialty (2A) Trainee, Non-specialty (2B) **Note**: The Flight Training/Aviation category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend that program.	A separate application must be completed for this category. If one or both of these categories is selected, then no other category may be requested. Furthermore, an aviation-training program must be submitted as a separate application. For example, if the applicant wishes to conduct training programs in "Aviation" and "The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations," two applications (Forms DS-3036) must be submitted through two temporary user IDs.
	Although training often occurs in a work-place setting, the training must be *bona fide*, and not merely employment. Generic training plans for each requested training occupation must be submitted with the application. Designated sponsors are required to ensure that *individual* training plans are prepared for selected trainees and that continuous supervision and periodic evaluation is provided.
	The maximum duration of participation is 24 months for flight-training programs, and 18 months for all other training programs. **Note:** Schools with flight-training programs should specify 24 months only if they have the Air Transport Pilot (ATP) rating on their FAA certificate. All other flight-training programs should specify no more than 18 months.

Category	Description/Explanation
	Note: Section 8 (Training Information) on the electronic Form DS-3036 must be completed if this category is selected.
Teacher (3)	This category (22 CFR 62.24) is for individuals teaching full-time in an accredited primary or secondary educational institution. A participant in this category must satisfy **all** of the following: 1. Meet the qualifications for teaching in primary or secondary schools in his or her home country 2. Satisfy the standards of the U.S. State in which he or she will teach 3. Have a minimum of three years of teaching or related professional experience Letters from the State Department of Education for each state in which foreign teachers will be placed must be submitted to the DOS with the application. The <u>maximum duration of participation</u> for this category shall not exceed three years.
Professor (4)	This category (22 CFR 62.20) is for individuals who are involved primarily in teaching, lecturing, observing, or consulting at accredited post-secondary educational institutions, museums, libraries, or similar institutions. A professor may also conduct research, unless disallowed by the sponsor. The <u>maximum duration of participation</u> for this category shall not exceed three years.
International Visitor (5)	This category (22 CFR 62.28) is reserved for the U.S. Department of State use. "International Visitors" are potential or recognized leaders in their own countries. The <u>maximum duration of participation</u> for this category shall not exceed one year.
Alien Physician (6)	This category (22 CFR 62.27) is for foreign physicians pursuing American medical board certification through graduate education or training at accredited U.S. schools of medicine, or other U.S. institutions, through a clinical exchange program. The Educational Commission for Foreign Medical Graduates (ECFMG) is the only

Category	Description/Explanation
	program sponsor authorized to use this category. All foreign physicians in this category must successfully complete ECFMG-administered examinations that measure their command of the medical sciences. All foreign physicians are subject to the two-year home-country physical presence requirement as stipulated in Section 212 (e) of the Immigration and Nationality Act. **Note**: The J visa does not provide for programs with hands-on or direct-patient contact, such as veterinarian, dental, or nursing training. The <u>maximum duration of participation</u> for this category shall not exceed seven years.
Government Visitor (7)	This category (22 CFR 62.29) is reserved for use by federal, state, or local government agencies. Participation in this category is for participants who are recognized as influential or distinguished persons, and who are selected by a federal, state, or local governmental agency to participate in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel. The <u>maximum duration of participation</u> for this category shall not exceed 18 months.
Research Scholar (8)	Research scholars (22 CFR 62.20) primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary educational institutions, or similar types of institutions. The research scholar may also teach and lecture (unless disallowed by the sponsor) provided that these activities are incidental and do not extend the period of participation beyond the maximum duration. The <u>maximum duration of participation</u> for this category shall not exceed three years.
Short-term Scholar (9)	A short-term scholar (22 CFR 62.21) is a professor, research scholar, or person with similar education or accomplishments coming to the U.S. on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, accredited post-secondary educational institutions, or

Category	Description/Explanation
	similar organizations. The <u>maximum duration of participation</u> for this category shall not exceed six months. No extensions will be permitted.
Specialist (10)	This category (22 CFR 62.26) is for experts who will exhibit specialized knowledge or skills in the U.S. Such exchanges are primarily non-academic and provide opportunities to increase the exchange of knowledge and ideas between American and foreign specialists. The <u>maximum duration of participation</u> for this program shall not exceed one year.
Camp Counselor (11) **Note**: This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend their program.	A separate application must be completed for this category (22 CFR 62.30), which facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps. Under no circumstances shall sponsors facilitate the entry into the U.S. of a participant for whom a camp placement has not been pre-arranged. The <u>maximum duration of participation</u> for this program shall not exceed four months.
Summer Work/Travel (12) **Note**: This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend their program.	A separate application must be completed for this category (Subpart G; new regulations were published in the *Federal Register* on March 28, 1996). This program is designed to achieve the educational objectives of international exchange by involving university students during their summer vacations directly in the daily life of the U.S. through travel and temporary employment opportunities. The <u>maximum duration of participation</u> for this program shall not exceed four months. No extensions will be permitted.
Au Pair (13) **Note**: This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend their program.	A separate application must be completed for this category (22 CFR 62.31). The Au Pair Program is designed to give foreign nationals the opportunity to live with an American host family and participate directly in the home life of that family while providing limited childcare services. The au pair participant is also required to enroll in an accredited U.S. post-secondary educational institution for not less than six hours of academic credit or its equivalent.

Category	Description/Explanation
	The EduCare Program component of this category limits work hours to 30 hours per week, and requires 12 hours of academic credit or its equivalent.
	The <u>maximum duration of participation</u> for this program shall not exceed one year.

Below is an explanation of Section 8, Training Program, on page 2 of the electronic Form DS-3036. This section must be completed if the Trainee category was selected in Section 7, Participation of Category. To complete Section 8, perform the following:

Section	Description/Explanation
* 8. Training Program (if the category selected is trainee)	Training will be limited to the occupational category or categories for which the sponsor has obtained, or wishes to obtain the Department's designation. Select one or more training programs in section 8. For each one chosen, click the down arrow and select "Specialty," "Non-specialty," or "Both" ("Aviation" can only be "non-specialty"). If "Other" is selected, enter an explanation in the text box.
	If "Aviation" is selected, enter the FAA certification number and the certification expiration date. Also specify, by selecting one of the radio buttons, that the program is accredited, or that an accreditation application has been submitted. **Note:** If you select one of these radio buttons by mistake, select the **Clear Selection** button.
	Note: An aviation-training program, which can only be non-specialty, requires a separate application.

Select one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page.
Previous	Click this button to return to the previous page of the amendment request. **Warning**: Be sure to save the data entered on this page before selecting the Previous button. If you do not save first, the data that you entered on this page will be lost.
Reset Values	Click this button to erase all entries on the page that have not been saved.

Next	Click this button to automatically save the data that you have entered and advance to page 3 of the amendment request.
Print Draft	Click this button to print a draft copy of the amendment request.

2.6.1.3 Complete Amendment Page 3

Exhibit 19, Amendment Page 3, is an example of page 3 of the Amendment request.

Exhibit 19: Amendment Page 3

Below is a list of the sections on page 3 and a brief description or explanation for each. All of the sections on this page must be completed **for the new categories for which you are applying**. To complete page 3 of the Form DS-3036, enter the following data:

Field	Description/Explanation
* 9. Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U.S.	No more than 500 characters can be entered into this field, and many sponsors will find it difficult or impossible to supply all the requested information in this space. In such cases, use the text field to address, at least briefly, each of the six categories listed below. Enter for each, as necessary "Additional supporting documentation to be supplied by mail." Mail the relevant documents with the signed and notarized printed copy of the Form DS-3036 and other supporting documentation within 30 calendar days of submitting the electronic Form DS-3036. 1. Selection of Exchange Visitors (22 CFR 62.10(a)) 2. Program Costs/Fees and Deposits/Refunds 3. Program Funding/Financial Support 4. Health Care Insurance (22 CFR 62.14) 5. Orientation (22 CFR 62.19) 6. Consortium Information
* 10. Purpose or Objective	Provide information about the program's purpose and objectives. Explain how the program will promote better understanding, and improve communications, between people in the U.S. and other nations of the world through international educational and cultural exchange.
* 11. Outline of Proposed Activities	Provide an outline of proposed cross-cultural activities for each category selected. While there is no set number of such activities required, sponsors must offer a reasonable number of cross-cultural activities, such as sports, cultural and social activities. Please describe the planned cross-cultural activities that would acquaint participants with American society, culture, and institutions. **Note**: Due to the nature of the Short-Term Scholar category, such cross-cultural activities are encouraged but not required.
* 12. Arrangements for Supervision	Provide the following information regarding the supervision, direction, evaluation, and monitoring of the programs (22 CFR 62.10). 1. Describe provisions for the supervision, evaluation,

	and monitoring of the participants and host families, as applicable. For Secondary School Programs**,** also include information on the approximate ratio of sponsor representatives to students within the 150-mile radius specified by regulations 62.25(d)(2).
	2. Can participants contact the sponsor without difficulty in cases of emergency? Give details.
	3. Provide details regarding where participants will stay while in the U.S. Include information on arrangements or procedures to be used to place prospective participants in private homes, as applicable.
	4. If there are written materials that define precisely the purpose and objectives of the program, as well, as the financial arrangements under which it is to be administered, please enclose a copy with the application. Post-secondary educational institutions shall include a copy of any current agreements, if applicable.
* 13. Role of Other Organizations Associated with Programs (if any)	Provide the names and addresses of your organization's foreign affiliates/partners/offices, if any, and the names of their key officers who may be associated with the overall administration of the program. In addition, include a list of domestic affiliated organizations and companies, if any, with whom your organization is cooperating in exchange activities. Please advise if any of these organizations have their own designations to carry out an exchange program. **Note**: This field is mandatory, so enter "N/A" if it does not apply.
* 14. Organization	In the empty text box, fill in the *title* of a person or group (for example, Board of Regents). Do not enter a person's name. **Note**: This information may be obtained from your Articles of Incorporation.

Select one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page.
Previous	Click this button to return to the previous page of the amendment request. **WARNING**: Be sure to save the data entered on this page before selecting the **Previous** button. If you do not save first, the data that you entered on this page will be lost.

Reset Values	Click this button to erase all entries on the page that have not been saved.
Submit	Click this button to submit the amendment request to the DOS for review. Once submitted, you will not be able to make changes request, RO and ARO can only view and print the Form DS-3036. See Section 2.6.1.4, Submit the Amendment Request, for additional information.
Print Draft	Click this button to print a draft copy of the amendment request.

2.6.1.4 Submit the Amendment Request

The DOS will use SEVIS to view and approve or deny the amendment request. Once the DOS reviews the application, the following outcomes are possible:

- If the request is approved, the RO and the individual who submitted the Form DS-3036 (if different) will receive approval notification via email. The additional categories will be added to the program.

- If additional information is required for processing the request, individual who submitted the request will receive an email indicating this. A letter outlining the need for additional information will be sent via fax or mail. When the DOS receives the information, SEVIS will send an email to the individual who submitted the request indicating that the material has been received and the review process will continue.

- If the request is denied, the RO and the individual who submitted the request, if different, will receive notification via a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. **Note:** An application that is denied cannot be appealed.

2.6.2   Redesignation

Programs are approved to operate for a specific period of time. Six months before a program's approval to operate expires, SEVIS will provide an alert indicating that the expiration date is nearing. Another alert will display three months prior to date of expiration. Sponsors may seek redesignation for another 1 or 2 year term. Sponsors seeking redesignation may continue to operate their program(s) until the DOS notifies them of a decision to extend or terminate their length of designation. There is no fee for requesting redesignation. The following sections provide instructions for completing and submitting the redesignation application.

2.6.2.1   Complete the Redesignation Application

To complete the redesignation process, perform the following:

1. Click the **Redesignation** link on the Program Sponsor Information screen. The system will display the Redesignation Application as shown in Exhibit 20, Redesignation Application Page.

Exhibit 20: Redesignation Application Page

2. Complete section 2 by entering the title of the CEO or equivalent in the first text box and the name of the authorizing organization (for example, Board of Trustees) in the second text box.

3. Click one of the following buttons:

Submit	Click this button to submit the redesignation request to the DOS. See Section 2.6.2.1, Submit the Redesignation Request, for additional information.
Cancel	Click this button to return to the previous page of the redesignation request.
Print Draft	Click this button to print a draft copy of the request. The Form DS-3036 will have "draft" printed at the top of the Form.

2.6.2.2 Submit the Redesignation Request

The DOS will use SEVIS to view and approve or deny the amendment request. Once the DOS reviews the application, the following outcomes are possible:

- If the request is approved, the RO and the individual who submitted the Form DS-3036 (if different) will receive approval notification via email. The length of redesignation (1 or 2 years) will be included in the email.

- If additional information is required for processing the request, individual who submitted the request will receive an email indicating this. A letter outlining the need for additional information will be sent via fax or mail. When the DOS receives the information, SEVIS will send an email to the individual who submitted the request indicating that the material has been received and the review process will continue.

- If the request is denied, the RO and the individual who submitted the request, if different, will receive notification via a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. **Note:** An application that is denied cannot be appealed.

2.6.3   Change Program Sponsor Name

A program sponsor official may change the name of his or organization with approval by the DOS. However, change of ownership requires the completion and submission of a new Designation Application (Form DS-3036). To submit a request to change the name of your organization, perform the following:

1. On the Program Sponsor Information screen, click the **Change Program Sponsor Name** link.

2. Enter the required information and click the **Change Name** button. The system forwards the request to the DOS.

3. New Articles of Incorporation must be mailed to the address below before the DOS will review the request.

> Office of Exchange Coordination and Designation
> Bureau of Educational and Cultural Affairs
> U.S. Department of State
> 301 4th ST. S.W., SA-44, Room 734
> Washington, D.C. 20547

Following receipt of the Articles of Incorporation, the DOS will process the request. This action must be reviewed and approved or denied by the DOS. An email will be sent to inform the RO or ARO if the request is approved or denied.

2.6.4   Request Allotment of Forms DS-2019

ROs and AROs may submit a request to the DOS for an allotment of Forms DS-2019. When the number of forms available to your organization begins to get low, submit a request in SEVIS for additional forms. The DOS has the discretion to determine the number of forms to provide to the program sponsor and, if necessary, will contact the RO to discuss the request.

To request additional Forms DS-2019, perform the following:

1. On the Program Sponsor Information screen, click the **Request Allotment of DS-2019** link.

2. Enter the number of forms requested and click the **Request Allotment** button.

This action must be reviewed and approved or denied by the DOS. An email will be sent to inform the RO if the request is approved or denied.

Note: If you are not able to submit this request, view the Pending Requests for your program to determine whether another official has already submitted the request.

2.6.5 Request Brochures

All exchange visitor program sponsors may request copies of the "Exchange Visitor Welcome" brochures. Another brochure that may be requested is the "Au Pair" brochure. To request copies of one or both of these brochures, perform the following:

1. On the Program Sponsor Information screen, click the **<u>Request Brochures</u>** link.

2. Enter the number of brochures requested and click the **Request Brochures** button. An email will be sent to the RO or ARO to confirm receipt of the request and to inform him or her of when the brochures will be mailed to the program.

2.6.6 Cancel Program

Program sponsors who wish to discontinue participation in the Exchange Visitor Program must inform the DOS of this decision. To cancel your program, perform the following:

1. On the Program Sponsor Information screen, click the **<u>Cancel Program</u>** link. The system displays the Cancel Program screen.

2. Click the **Cancel Program** button. **WARNING:** The program will be cancelled immediately when you click the **Cancel Program** button.

Note: Once a program is cancelled, additional program participants cannot be added. Proper steps must be taken to transfer the existing participants out of the program. See Section 2.5.1, Actions, Edits, and Transfer, for instructions on transferring EVs.

2.6.7 Pending Requests

SEVIS provides you with the ability to view, print, and delete requests that are pending. Such requests include a request for Forms DS-2019 and adding program sponsor officials. To view the requests that are pending, click the **<u>Pending Request</u>** link on the Program Information screen. The following links may be available:

- **<u>View</u>**—Click this link to view the request that has been submitted to the DOS.

- **<u>Delete</u>**—Click this link to delete the request.

- **<u>Print</u>**—Click this link to print a copy of the selected request.

2.6.8 Register for Batch Processing

The batch data exchange (batch interface) process is the method for automated exchange of data between SEVIS and programs, using the Internet. This exchange requires the registration of a digital certificate in SEVIS.

The RO or an ARO for a program must register the digital certificate. Organizations that sponsor multiple programs must register the digital certificate for each program.

Note: Prior to registering the digital certificate for use with SEVIS, download the certificate files with the "**.cer**" and "**.pem**" extensions to a secure location on your local area network. The procedures to download the certificate files will vary depending on the type of browser being used.

To register a digital certificate, perform the following:

1. Access SEVIS and click on the name of the program that you wish to register. The SEVIS Program Information screen will display.

2. Select the **Register for Batch Processing** link and the system will display the Acceptance of Batch Interface Security Requirements screen.

3. After reading the requirements, click the **Accept** button to proceed with the registration process. The system will display the Batch Process Registration screen. If you click the **Reject** button, the system will display the Program Information screen.

4. To select the path name of the program's digital certificate, click the **Browse** button and locate the files with the "**.cer**" and "**.pem**" extensions.

5. Highlight the file name and click the **Open** button. The Upload Certificate screen will display with the path name shown in the text box.

6. Click the **Upload Certificate** button.

If the certificate and the RO or ARO's credentials are confirmed by SEVIS, a confirmation screen will display. However, if the system cannot validate the certificate and credentials, an error message will display. Remember, only digital certificates issued by VeriSign® are valid for use with SEVIS.

Note: The SEVIS web site and the online help contain additional information regarding the SEVIS Batch Interface process.

2.6.9   Add/Update Officials

You may change information about existing officials, or add new officials for your program. To do so, click the **Add/Update Officials** link on the Edits menu. Exhibit 21, SEVIS Officials, is an example of the screen that displays.

Note: The DEC user role, that was included in the original SEVIS application, is being eliminated. If DEC users currently support your program, you must change their roles to RO or ARO prior to March 1.

Exhibit 21: SEVIS Officials

You may update an existing official's SEVIS record and add new or existing officials. The RO may also submit his or her replacement. Each of these procedures is discussed in the following sections.

2.6.9.1   Update an Existing Official's Record

Updating an active official's record includes changing his or her name, telephone number, and/or email address. To update the record, perform the following:

1. Click the **Update** link to the right of an official's email address.

2. Make the necessary changes to the record.

3. Click the **Update Official** button. The DOS must review and approve all name changes (for example, the user changed his or her last name). Other updates to the record will be made immediately.

2.6.9.2   Delete an Existing Official

Deleting an official will remove the individual's record from the Form DS-3036 altogether. The official will no longer be able to perform SEVIS tasks. To delete an official, perform the following:

1. Click the **Delete** link to the right of an official's email address. The system displays the Delete Official screen.

2. Review the data that displays. Be sure that this is the official whose access to SEVIS you wish to terminate.

3. You may enter a reason for deleting this official and click the **Delete Official** button.

2.6.9.3   *Replace the RO*

Only the existing RO may submit a request to replace the RO. The request must be reviewed and approved by the DOS. To request the replacement of an RO, perform the following:

1. Click the **Replace** link to the right of the current RO's email address. (**Note**: This link does not appear in Exhibit 21, SEVIS Officials, above because the user is not logged in as an RO.)

2. To replace the RO with an existing SEVIS user, enter his or her SEVIS user ID in the Account Userid (User ID) field and click the **Replace RO** button below the field. The system will display another Replace RO screen containing summary information about the existing SEVIS user.

3. Review the data and click the **Replace RO** button if this is the official that will replace the current RO. The DOS will review and approve or deny this request.

   If the new RO is a new SEVIS user, complete the following information (an asterisk precedes the fields that must be completed):

Field	Description/Explanation
* Last Name	The surname or family name of a person.
* First Name	The first name of a person.
Middle Name	The middle name of a person. May be left blank if the person has no middle name, or the middle name is unknown.
Suffix	A title, such as Junior, that may appear at the end of a person's name.
* The Official is	Select the appropriate option, U.S. Citizen or a legal permanent resident (LPR). **Note**: All program sponsor officials must be U.S. citizens or LPRs.
* If LPR, please enter the person's A-number	Enter the alien number if the RO is an LPR. Enter the complete A-number, including the "A".
	If you receive an error message indicating that the A-number is not valid, you may have entered an 8-digit number. The system requires a 9-digit number. Take the following actions:
	1. Check the original number carefully. If it had 9 digits, correct your SEVIS entry.
	2. If it had 8 digits, it is a valid number. Enter it into SEVIS by adding a zero to the beginning of it (many existing A-numbers are only 8 digits long), for example, A012345678.
	If it had less than 8 digits, it is invalid and cannot be

Field	Description/Explanation
	entered. Query the official to obtain his or her valid number.
* Title	The name of a position held by a person representing a sponsor or sponsor application. Titles should be given in full, without abbreviations (e.g., "Chief Executive Officer," not "CEO").
* Telephone Number	A valid telephone number, including the three-digit area code and an extension, if applicable.
Fax Number	A telephone number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in the communication with the DOS.
* Email Address	A valid electronic mail address. SEVIS user ID and password instructions will be sent to this address.

4. Click the **Replace RO** button at the bottom of the page. The DOS will review and approve or deny this request after receiving the signed and notarized Certification of Citizenship form.

Note: When replacing the RO with a person who is not an existing RO or ARO for another program, you must submit a Citizenship Certification form for the new RO. To print this form, click the **Print DS-3037** button on the screen that displays after you click the **Replace RO** button. If you do not print the Form immediately after submitting the request, you may click the **Pending Requests** link in the Actions column on the Program Sponsor Information screen and click the **Print** link for the appropriate request. The printed Form will include a section to be filled out and signed by the new RO, certifying his or her citizenship status. This Citizenship Certification form must be notarized before it is submitted to the DOS. If the certification is notarized using an ink stamp, then it may faxed to the DOS (1-202-401-9809), and the original Form must be submitted via mail. If the Form is notarized with an embossed stamp, it must be mailed in.

2.6.9.4 Add New Officials (AROs)

All program sponsor personnel who will access SEVIS and perform tasks must have a record in SEVIS. To add new AROs, perform the following:

1. Click the **Add New Official** link below the Official Name column. Exhibit 22, Add Official, is an example of the screen that displays.

Exhibit 22: Add Official

2. Complete the following information (an asterisk precedes the fields and sections that must be completed):

Field	Description/Explanation
* Last Name	The surname or family name of a person.
* First Name	The first name of a person.
Middle Name	The middle name of a person. May be left blank if the person has no middle name, or the middle name is unknown.
Suffix	A title, such as Junior, that may appear at the end of a person's name.
* The Official is	Select the appropriate option, U.S. Citizen or a Legal Permanent Resident (LPR). **Note**: All program sponsor officials must be U.S. citizens or LPRs.
* If LPR, please enter the person's 'A' number	Enter the alien number if the RO or ARO is an LPR. Enter the complete A-number, including the "A". If you receive an error message indicating that the A-

Field	Description/Explanation
	number is not valid, you may have entered an 8-digit number. The system requires a 9-digit number. Take the following actions: 1. Check the original number carefully. If it had 9 digits, correct your SEVIS entry. 2. If it had 8 digits, it is a valid number. Enter it into SEVIS by adding a zero to the beginning of it (many existing A-numbers are only 8 digits long). If it had less than 8 digits, it is invalid and cannot be entered. Query the official to obtain his or her valid number.
* Role	Select the ARO role for the official. Do not select the DEC role; it will not be available in the near future.
* Title	The name of a position held by a person representing a sponsor or sponsor application. Titles should be given in full, without abbreviations (e.g., "Chief Executive Officer," not "CEO").
* Telephone Number	A valid telephone number, including the three-digit area code and an extension, if applicable.
Fax Number	A telephone number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in the communication with DOS.
* Email Address	A valid electronic mail address. SEVIS user ID and password instructions will be sent to this address.

3. Click the **Add Official** button at the bottom of the screen. The DOS will review and approve or deny this request.

Note: If an ARO who is not an existing RO or ARO for another program is added, a Citizenship Certification form must be submitted for the new official. To print this form, click the **Print DS-3037** button on the screen that displays after you click the **Add Official** button. If the Form is not printed immediately after submitting the request, it may be printed by clicking the **Pending Requests** link in the Actions column on the Program Sponsor Information screen and clicking the **Print** link for the appropriate request. The printed Form will include a section to be filled out and signed by the new ARO, certifying his or her citizenship status. This Citizenship Certification form must be notarized before it is submitted to the DOS. If the certification is notarized using an ink stamp, then it may faxed to the DOS (1-202-401-9809), and the original must be submitted via mail. If the Form is notarized with an embossed stamp, it must be mailed to the DOS.

2.6.9.5   Add Existing Officials

There are program sponsor and school personnel who already have access to SEVIS because of their affiliation with another program. They are considered existing officials. To add an existing official and assign him or her a program sponsor role, perform the following:

1. Click the **Add Existing Official** link below the Official Name column. The system displays the Add Existing Official screen.

2. Enter the active user's SEVIS user ID in the Account Userid field and click the **Add Official** button. The system displays another Add Existing Official screen. Exhibit 23, Add Existing Official, is an example of the screen.

Exhibit 23: Add Existing Official

3. Review the user's data and select the ARO role for the official. Do not select the DEC role; it will not be available in the near future.

4. If necessary, enter the correct telephone number for this user. A fax number may also be entered to assist in the communication with the DOS.

5. Enter the user's email address and click the **Update Official** button. The system displays a message indicating that the request has been successfully submitted. The DOS must review and approve or deny this request.

2.6.10   Update Address

Program sponsors may change the address for their organization. To update the organization's address, perform the following:

1. Click the **Update Address** link on the Program Sponsor Information screen. The system displays the Update Address screen.

2. Make the necessary changes to the address and click the **Update Address** button. This request does not require review by the DOS and will take effect immediately.

2.7   Exchange Visitor Search

After logging into SEVIS, the system will display a list of programs associated with your user ID. You can search for an EV's record in any of the programs for which you are assigned a role. Exhibit 24, J Eligibility Launch Page—Search and Alerts Links, shows where the **Search** link appears on the screen.

Exhibit 24: J Eligibility Launch Page—Search and Alerts Links

To perform a search, complete the following:

1. On the Listing of Programs screen, click the **Search** link to the right if the name of the program whose records you would like to search. The system displays the search screen as shown in Exhibit 25, Exchange Visitor Search.

Exhibit 25: Exchange Visitor Search

2. Enter your search criteria. **Note**: If you enter a first name or date of birth, the family (last) name is required. Also, the % wildcard character may be used in the First Name field if you are unsure of the exact spelling of a name. For example, searching on all first names beginning with Mar% may result in a list containing Marc, Marcus, Mark, Marie, Mary, Martha, etc., if you do not select the gender for the EV.

3. Click the **Search** button. The system will display the results of the search.

4. Locate the name of the EV whose record you wish to view and/or update and click on the link. The system will display the EV's record.

2.8   Alerts

Alerts are notices to users identifying tasks that need to be completed in SEVIS. (If there are no alerts for a program, this link will not display.) In most cases, these alerts are indicators that, according to the information currently in the system, the EV's status will change (in many cases

from Active to Terminated or Completed) if some action or update is not taken by an RO or ARO within a certain number of days. If no action is taken, the system will automatically take action.

To view alerts available for a specific program, perform the following:

1. Click the ***Alerts** link (see Exhibit 15, J Eligibility Launch Page—Listing of Programs) in the Commands column. The list of alerts for that program displays. Each row in the list represents a SEVIS situation that requires the attention of the RO or ARO. For example, "Saved Record(s) Not Submitted for 15 Days" indicates that there are EV records in the "Draft" status and the current date is 15 days or more past the date of last update. These records must either be deleted, or completed and submitted to the system.

2. Click on an alert to see the specific list of records that require processing.

3. Click on the name link for an EV to access his or her record.

4. Process the record. In the example in Step 1, you would click on the EV's name and select the **Edit** link. Review and complete the Exchange Visitor Information screens, and submit the record to SEVIS.

2.9   Lists/Reports

The Lists/Reports menu provides the user with the ability to quickly access the screens to create a record for an EV (**Create Exchange Visitor** link). See section 2.3, Completing Exchange Visitor Forms DS-2019, for the instructions for completing the Form DS-2019. The menu also contains the **Exchange Visitor Lists** link for accessing the various lists of EVs. See section 2.4, Exchange Visitor Lists, for instructions on how to access the various lists. This menu also has a link for reports. The next section provides instructions on how to generate and print reports.

2.9.1   Generate a Report

Reports are snapshots of parts of the SEVIS database. They reflect current SEVIS information for the data elements included in the report. To generate a report, perform the following:

1. On the Program Sponsor Information screen, click the **Reports** link. The system displays the Reports screen.

2. To select a report title, click the radio button adjacent to the report title.

3. Select an output format: HTML (a web-page format) or Text (a format that can be easily pasted into a word processor for additional formatting and editing).

4. Click the **Submit** button.

5. If there are no search criteria for the selected report, the report will be generated and will display in a new browser window. If search criteria must be selected for the selected report, the Report Search Criteria Entry Page will display in the browser window. Select the search criteria, and click the **Submit** button to generate the report.

2.9.2   Print a Report

The procedure for printing reports is different depending on the browser used (Internet Explorer or Netscape). The procedures for printing reports using both browsers are described below.

2.9.2.1   Printing a Report Using the Internet Explorer Browser

To print a report using Internet Explorer, perform the following:

1. For best results when printing, it is recommended that the following changes are made to the print settings:

    a. Click on the File menu on the Internet Explorer toolbar.
    b. Select Page Setup. The Page Setup window displays, as shown in Exhibit 26, Internet Explorer Page Setup Window.

Exhibit 26: Internet Explorer Page Setup Window
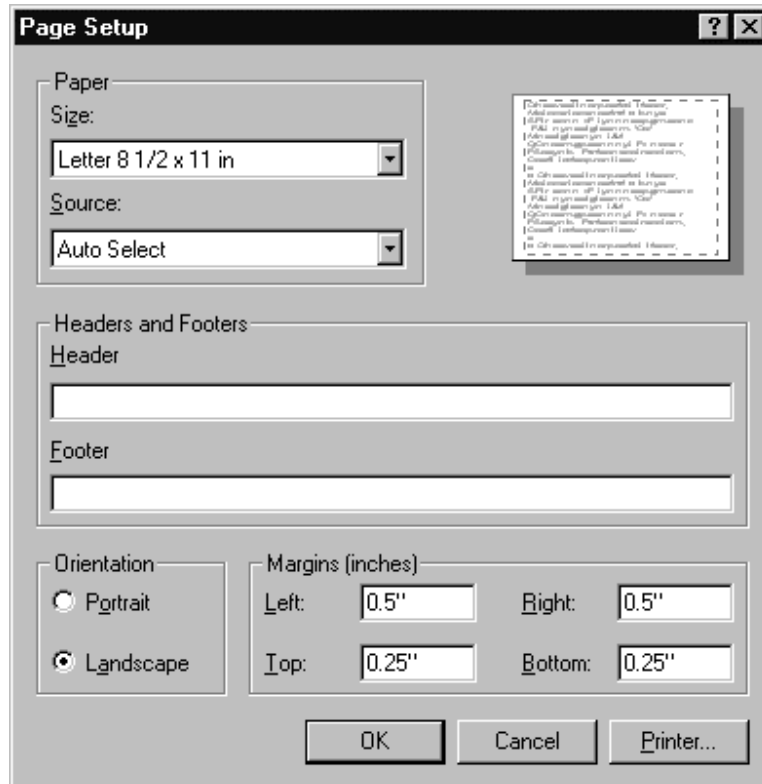
    c. If necessary, delete all data that displays in the Header field.
    d. If necessary, delete all data that displays in the Footer field.
    e. Click the Landscape button in the Orientation section.
    f. Set the top and bottom margins to 0.25".
    g. Click the **OK** button.

2. Select Print from the File menu. The Print window is displayed.

3. Ensure the name of the printer listed in the Name field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

4. Click **OK** and the report will be printed on the designated printer.

5. Click the **Close** button ⊠ on the browser to close the window and return to SEVIS.

2.9.2.2 Printing a Report Using the Netscape Browser

To print a report using Internet Explorer, perform the following:

1. For best results when printing, it is recommended that the following changes are made to the browser print settings for Netscape:

   a. Click on the File menu on the Netscape toolbar.
   b. Select Page Setup. The Page Setup window displays, as shown in Exhibit 27, Netscape Page Setup Window.

Exhibit 27: Netscape Page Setup Window

   c. Set the top and bottom margins to 0.25".

   d. If necessary, click to remove the check mark next to all options in the Header section.
   e. If necessary, click to remove the check mark next to all options in the Footer section.
   f. Click the **OK** button.

2. Select **Print** from the File menu or click the print button ![printer] on the browser toolbar. The Print window is displayed.
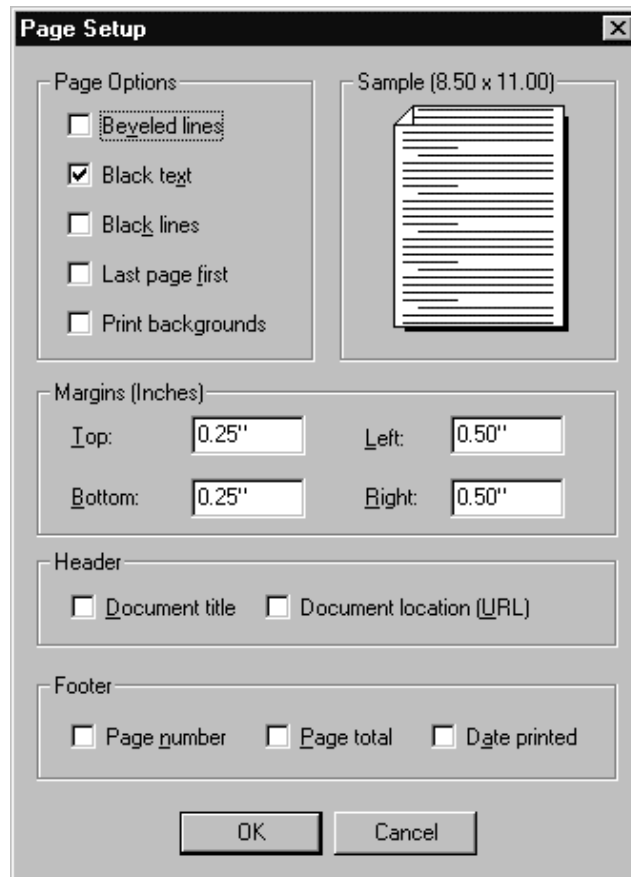
3. Ensure the name of the printer listed in the Name field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

4. Click the **Properties** button and select the Paper tab.

5. In the Orientation section, click the Landscape radio button.

6. Click **OK** to accept the Landscape setting.

7. Click **OK** on the Print window and the report will be printed on the designated printer.

8. Click the **Close** button ![X] on the browser to close the window and return to SEVIS.

3. OPERATING INSTRUCTIONS

3.1 Initiate Operation

You will access SEVIS via the Internet using Microsoft Internet Explorer Version 5.0 or higher or Netscape Navigator Version 4.7 or higher. You must also have a SEVIS user ID and password to access the system.

To log into SEVIS, perform the following:

1. Access the Internet and go to the SEVIS web site at https://egov.ins.usdoj.gov/sevis/

2. Enter your user ID in the User Name field.

3. Enter your password in the password field.

4. Press **Enter** or click the **Login** button.

Note: SEVIS may respond faster or slower depending on the number of users accessing SEVIS.

3.2 Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log in again to use SEVIS.

3.3 Terminate and Restart Operations

You may log off SEVIS at any time by clicking **Logout** on the navigation bar. To close the browser window, click the **Close** button ![X] on the browser window.

Note: If the SEVIS system locks up, click the **Close** button ![X] on the browser window and initiate operation again.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the login procedures.

SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Call the SEVIS Help Desk (1-800-892-4829) to have your access to SEVIS reinstated.

4. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS - Connection Error. The message reads, "Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829."

You will be redirected to the login page. When returned to the login page, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

5. HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 1-800-892-4829 during the hours of 8:00 a.m. and 8:00 p.m. Eastern Time, Monday through Friday. Calls received outside these hours will be recorded for response on the next business day.

A—Acronyms and Abbreviations

The following terms are used in this document.

ACRONYM	DEFINITION
ARO	Alternate Responsible Officer
ATP	Air Transport Pilot
CFR	Code of Federal Regulations
CIP	Classification of Instructional Programs
DOS	Department of State
ECFMG	Educational Commission for Foreign Medical Graduates
EV	Exchange Visitor
FAA	Federal Aviation Administration
HTML	Hyper text markup language
IAP-66	Form IAP-66; Certificate of Eligibility, which has been replaced by Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status
INS	Immigration and Naturalization Service
LPR	Legal Permanent Resident
NCES	National Center for Educational Statistics
POE	Port of Entry
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
U.S.	United States

APPENDIX B—DOS MAXIMUM AND MINIMUM DURATION OF STAY RULES

Department of State Maximum and Minimum Duration of Stay Rules

Category	Minimum Duration of Stay[1]	Minimum Duration of Stay for Sponsors with Program Serial G-1, G-2, or G-3	Maximum Duration of Stay	Extension of Program permitted by RO/ARO (If within maximum duration of stay)	Extension beyond maximum duration of stay is permitted (requires DOS approval)
Professor and Research Scholar	3 weeks	N/A	3 years	Less than or equal to 6 months	Yes
Teachers	3 weeks	N/A	3 years	Yes	Yes
Alien Physicians	3 weeks	N/A	7 years	Yes	Yes
International Visitors	N/A	N/A	1 year	Yes	Yes
Government Visitors	3 weeks	N/A	18 months	Yes	Yes
Short -Term Scholars	N/A	N/A	6 months	Yes	No
Specialists	3 weeks	N/A	1 year	Yes	No
Camp Counselor	3 weeks	N/A	4 months	Yes	No
Summer Work Travel	3 weeks	N/A	4 months	Yes	No
Associate Degree Student	3 weeks	N/A	N/A	Yes	
Bachelors Degree Student	3 weeks	N/A	N/A	Yes	
Masters Degree Student	3 weeks	N/A	N/A	Yes	
Doctorate Degree Student	3 weeks	N/A	N/A	Yes	
Non-Degree Student	3 weeks	N/A	2 years	Yes	No
Secondary Student	One academic semester (5 months)	One academic semester (5 months)	1 year	Yes	No
Au Pair	1 year	N/A	1 year	Yes	Yes
Flight Trainee	3 weeks	N/A	18 or 24 months	Yes	Yes
All Other Trainees	3 weeks	N/A	18 months	Yes	Yes

[1] **Section 62.8 General program requirements.**

(b) **Minimum duration of program**. Sponsors, other than the federal government agencies (Note: Identified by the program serial, G-1, G-2 and G-3), shall provide each exchange visitor, except short-term scholars, with a minimum period of participation in the United States of three weeks.

APPENDIX C—PARTICIPATION BY CATEGORY MATRIX

Participation By Category Matrix

Some Categories require the completion of a separate application (Form DS-3036). Other categories can be applied for on the same application (Form DS-3036). The matrix below lists all of the categories. To use the matrix, in the left column, find a category for which you wish to apply. Then, scan across the row corresponding to that category. A "Y" in a box indicates that the category listed at the top of the column is a category that you may apply for on the same application.

If this category is selected,	Then this category can be selected:														
	Student: Col/Univ	Student: High School	Trainee: Specialty	Trainee: Non-Specialty	Teacher	Professor	International Visitor	Alien Physician	Government Visitor	Research Scholar	Short-term Scholar	Specialist	Camp Counselor	Summer Work/Travel	Au Pair
Student: Col/Univ					Y	Y	Y	Y	Y	Y	Y	Y			
Student: High School															
Trainee: Specialty				Y											
Trainee: Non-Specialty			Y												
Teacher	Y					Y	Y	Y	Y	Y	Y				
Professor	Y				Y		Y	Y	Y	Y	Y	Y			
International Visitor	Y				Y	Y		Y	Y	Y	Y	Y			
Alien Physician	Y				Y	Y	Y		Y	Y	Y	Y			
Government Visitor	Y				Y	Y	Y	Y		Y	Y	Y			
Research Scholar	Y				Y	Y	Y	Y	Y		Y	Y			
Short-term Scholar	Y				Y	Y	Y	Y	Y	Y		Y			
Specialist	Y					Y	Y	Y	Y	Y	Y				
Camp Counselor															
Summer Work/ Travel															
Au Pair															